



Agenda Item 5: Human Resources and Training

REPORT OF THE HUMAN RESOURCES AND TRAINING PLANNING TASK FORCE

(Note presented by the Rapporteur)

SUMMARY

This working paper presents a preliminary analysis of the actions of the Task Force and the future planning to be undertaken.

References:

- Report of the GREPECAS/12 Meeting (Havana, Cuba, June 2004).
- Report of the C/CAR WG/5 Meeting (Mexico City, Mexico, February 2005).
- Report of the NACC/DCA/2 Meeting (Tegucigalpa, Honduras, October 2005).

1. Introduction

1.1 During the Twelfth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/12), Havana, Cuba, 7 to 11 June 2004, the activation of the GREPECAS Human Resources and Trainings Subgroup in order to develop the necessary actions for the Human Resources and Training Planning in the CNS/ATM Systems, was strongly discussed.

1.2 Subsequently, the Fifth Meeting of the Central Caribbean Working Group (C/CAR WG/5), Mexico City, Mexico, 21 to 24 February 2005, adopted Decision 5/25 - *Human Resources and Training Planning Task Force*, as well as its Terms of Reference, Work Programme and composition.

1.3 The Second Meeting of North American, Central America and Caribbean Directors of Civil Aviation (NACC/DCA/2), Tegucigalpa, Honduras, 11 to 14 October 2005, strongly supporting Human Resources and Training Planning matters in accordance with agreements adopted by the C/CAR WG/5, approved the nomination of Cuba as Rapporteur of the Task Force.

2. Discussion

2.1 Taking into account that the NACC/DCA/2 Meeting, where the Task Force Rapporteur was designated, was held in October 2005 and that it was informed in November 2005, the Task Force has not been able to develop specific actions related with the approved Terms of Reference and Work Programme, and therefore this Working Paper presents a proposal for preliminary actions to be carried out for the successful development and compliance of the tasks, in accordance with the Terms of Reference and Work Programme in Agenda Item 6 of the C/CAR WG/5 Meeting Report, shown in **Appendix A**

3. Suggested Action

3.1 The Meeting is invited to:

- a) take note of the information presented in this Working Paper;
- b) submit for the Meeting's evaluation, the contents of Appendix A, where the implementation of each one of the tasks contained in the Task Force Programme is broken down by dates;
- c) request the ICAO Secretariat that the forms on Training Needs of the C/CAR States for the period 2005-2009, as approved by the C/CAR WG/5 Meeting, be sent duly completed to the Task Force Rapporteur; and
- d) submit for the Meeting's evaluation **Appendices B and C** to this Working Paper as Information Survey Forms supporting the specific execution of the training needs contained in the form referred to in c) above.

APPENDIX A

CENTRAL CARIBBEAN HUMAN RESOURCES AND TRAINING PLANNING TASK FORCE WORK SCHEDULE
(The actions to be taken correspond to all the tasks of the Work Programme under Agenda 6 of the Report of the C/CAR WG/5 Meeting)

Task Number	ACTIONS TO BE TAKEN	COMPLETION DATE	RESPONSIBLE	PARTICIPANTS	ORIGIN OF THE INFORMATION
-	Knowledge of the points of contact of the official members of the Task Force, as per the approved composition.	February 2006	Rapporteur	Task Force	State/Territory/International Organization/CATCs
1	Analysis and implementation of the (guidance or methodology) for the study of specialized manpower in the different aeronautical services.	April – May 2006	Rapporteur	Task Force	State/Territory/International Organization/CATCs
2	Analysis and implementation of the (guidance or methodology) for determining the training needs in the different aeronautical services.	April – May 2006	Rapporteur	Task Force	State/Territory/International Organization/CATCs
3	List of the available training methods and CATCs for personnel training in the C/CAR, through a Summary Table to be filled in by each State/Territory.	February 2006	Task Force	C/CAR area	State/Territory/International Organization/CATCs
4	Analysis and recommendation on the available capacity from the results of the List (item 3 refers) and of the detected training needs for the existing aeronautical training at a subregional and regional level, using an Information Document to be circulated by ICAO to the States/Territories of the C/CAR area.	April – May 2006	Rapporteur	Task Force	State/Territory/International Organization/CATCs

Task Number	ACTIONS TO BE TAKEN	COMPLETION DATE	RESPONSIBLE	PARTICIPANTS	ORIGIN OF THE INFORMATION
7	Work in the wording and developing of the Draft Training Plan for the development of human resources in the different aeronautical services in the C/CAR area for the 2007 Plan.	June, July, September 2006	Rapporteur	Task force	State/Territory/International Organization/CATCs
8	Presentation and approval of the Training Plan for the development of human resources in the different aeronautical services in the C/CAR area for the 2007 Plan.	October 2006	Rapporteur	Task force	State/Territory/International Organization/CATCs
5	Identify and recommend, through an Information Document, the necessary measures for personnel training with regard to human resources planning within the Administrations of the C/CAR, and include this work in the 2007 Plan.	November 2006	Rapporteur	Task force	State/Territory/International Organization/CATCs
6	Gathering and assessment of the materials and guidance bibliography, in order to activate an Information Centre in one of the States/Territories of the C/CAR area.	December 2006	Rapporteur	Task force	State/Territory/International Organization/CATCs

APPENDIX B

SUMMARY TABLE

SURVEY OF TRAINING METHODS
FOR TRAINING OF PERSONNEL IN THE C/CAR AREA

State/Territory/Internacional Organization/CATC: _____

COURSES GIVEN				METHOD/MODE					
TRAINING	RATING	REGRADING	REFRESHMENT	OFF-SITE	ON-SITE	ON/OFF SITE	CONFERENCE	SEMINAR	WORKSHOP

APPENDIX C**SUMMARY TABLE**

**SURVEY OF CATCs/CLASSROOMS OR PREMISES
FOR TRAINING OF PERSONNEL IN THE C/CAR AREA**

State/Territory/Internacional Organization: _____

INSTITUTE/CATC NAME	REGION/STATE/ PROVINCE FOR LOCATION PURPOSES	NUMBER OF AVAILABLE PREMISES			FOR COMMUNICATIONS			
		CLASS- ROOMS	LABS.	PREMISES	E-MAIL	INTERNET	TEL.	FAX

- END-